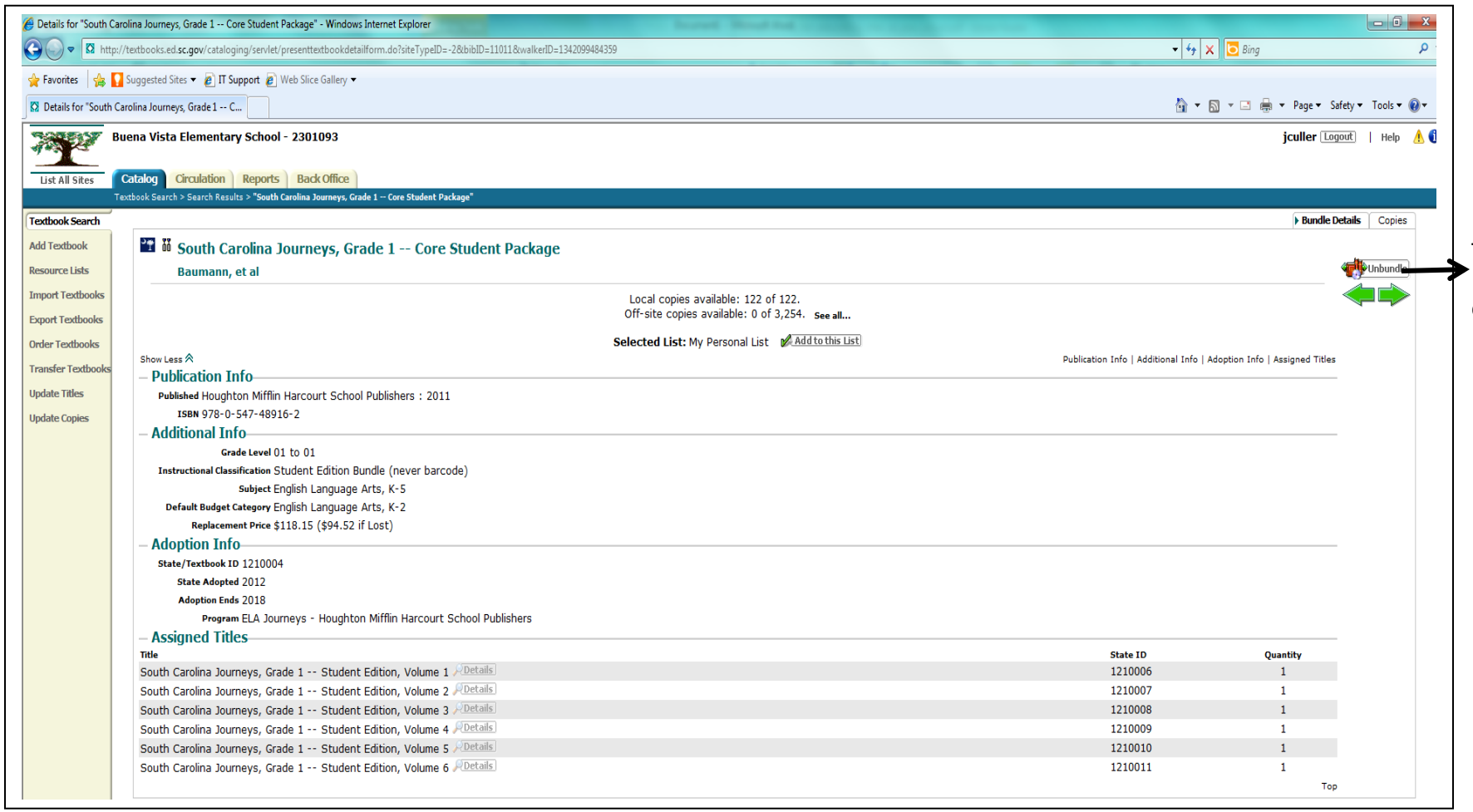
- **Unbundling Titles**

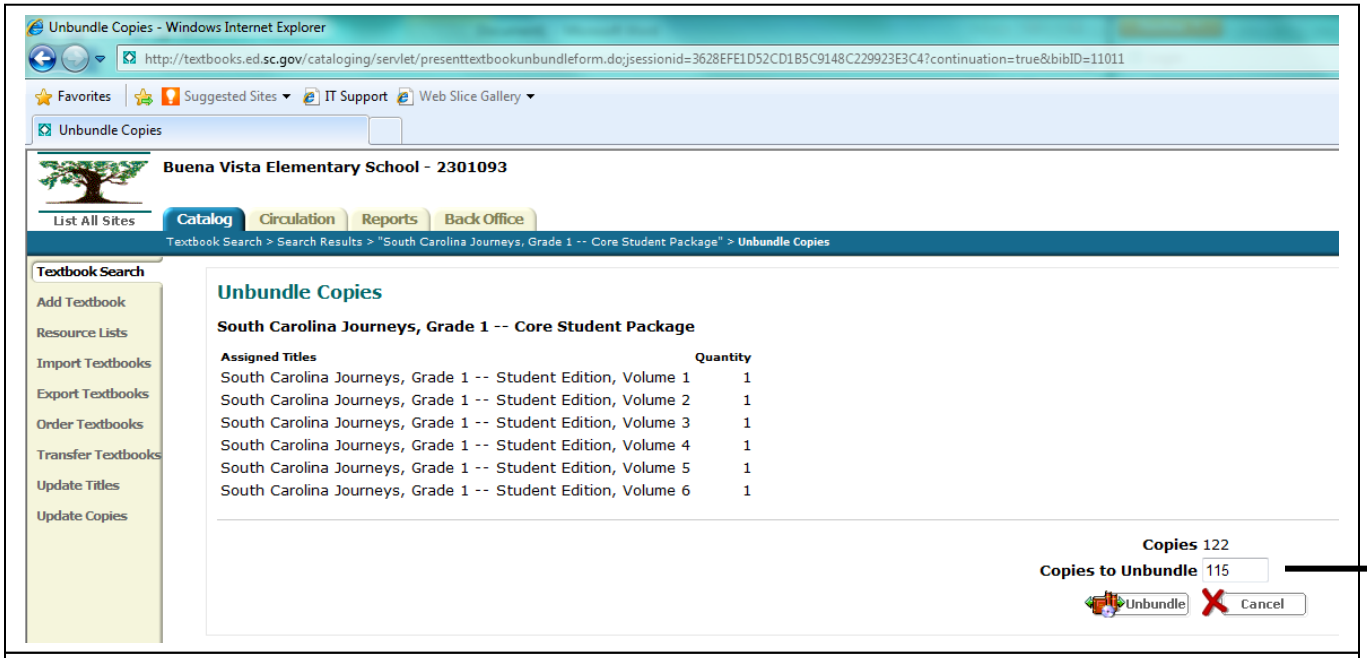
A bundle is a group of textbooks that are packaged together. In Destiny, a bundle is a (main) textbook title that has other titles or components assigned to it. A bundle also specifies the quantity of copies attached to each component title. You receive a bundle at your school like any other title. Before barcoding copies in a bundle, you must unbundle the component titles from the main title, and add copies to each component title.

1. After receiving the bundle through the shipment, you will look the title up under Catalog > Textbook Search. When the title is displayed, you will click the Unbundle button to unbundle the package into the individual titles.

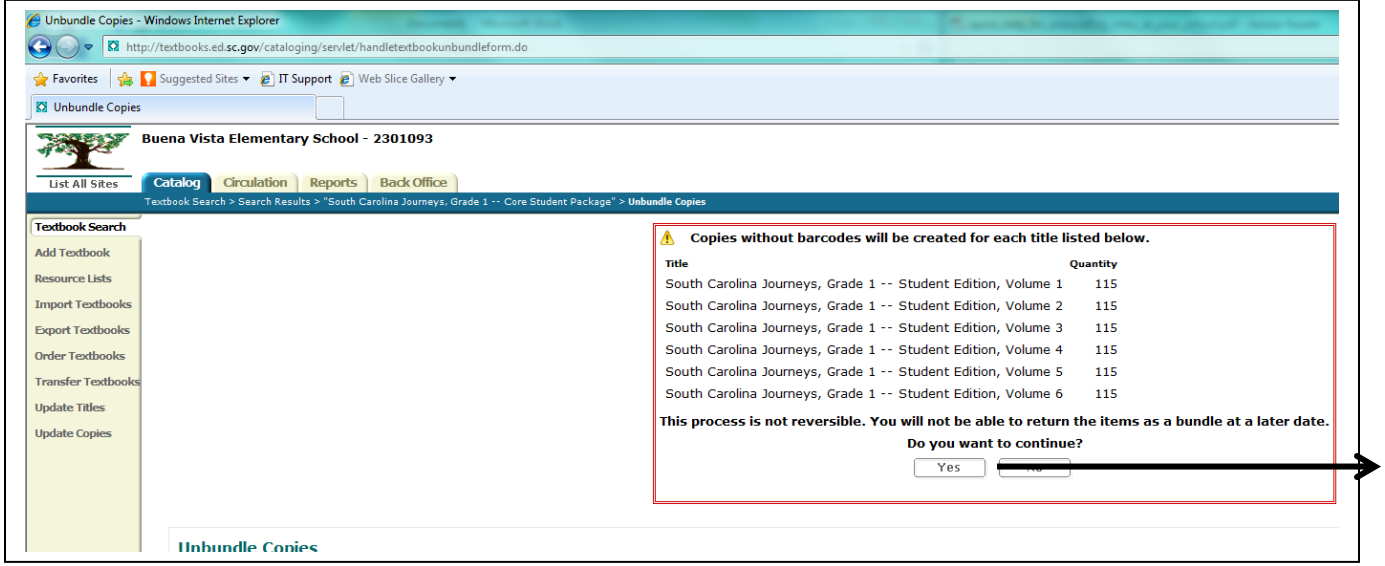


To unbundle your titles, click Unbundle.

2. Enter the number of copies of the bundle that you want to unbundle and click Unbundle again. For each bundle copy, Destiny adds the specified number of component copies. Once you click Unbundle, Destiny displays a confirmation message specifying the total number of copies to be created.



Enter the number of copies of the bundle you want to unbundle and click Unbundle.



★ Once a title has been unbundled, you can not return it as a new item. You can return the individual titles as enrollment decreases though.

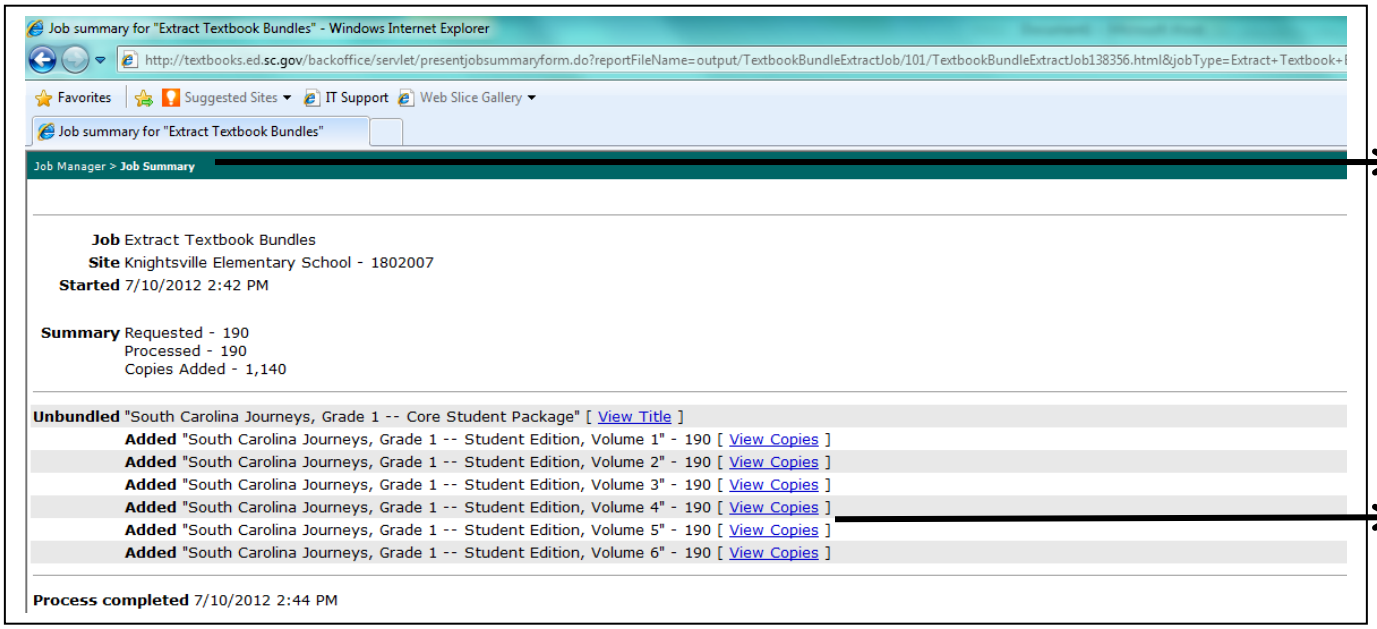
Click Yes if you have verified your enrollment and are ready to barcode.

- **Assigning Barcodes**

3. Once you click Yes, Destiny will take you to the job manager. Click **Refresh List** until you can view the top report. When the Status has changed to Completed, click View beside the Extract Textbook Bundles report to view the unbundled titles. You will click View Copies beside each Volume to assign barcodes to that title. Once you have assigned one set of barcodes, use your breadcrumbs in the blue (green) bar at the top to go back to the Job Summary to do the next Volume.

Job Manager > Job Summary > **"South Carolina Journeys, Grade 1 -- Student Edition, Volume 1"**

4.



These are called breadcrumbs and should be used instead of clicking the back button on your browser.

Click View Copies beside each Volume to assign barcodes to that title.